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Clarity on some procedural issues

1 message

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Rob

Thanks for the meeting today. I am sorry that I missed part of the session. I am very encouraged by the willingness of you and your staff to partner and integrate TTS into the GSA family. This is very important as we prepare the agency for the new administration.

To that end, I wanted to provide some guidance that you can easily share with your team regarding coordination with the appropriate offices within GSA. This is pretty standard stuff, but I wanted to reach out since so many of your folks are new to the agency.

1. OAS- for anything related to investigations, correspondence, FOIAs, etc, OAS and Cynthia Metzler, specifically should be contacted. Cynthia and her team are dynamite resources and I encourage you to have them work with your staff.
2. CFO- Gerard and his staff are your advocates. Please work with Gerard for any financial matter. We also need to keep a close eye on reconciliation of the ASF as per the MOU with FAS.
3. Communications- Donna Garland- There is a policy that any press inquiries, responses to reporters, requests for interviews, press releases, etc, be run through Communications first. This is very important for us as we are learning what the new administration needs in the form of messaging and outreach. We have an agreement with the White House- no surprises. Please help me keep that agreement.
4. Congressional Affairs- All communication with our stakeholders on the Hill needs to be coordinated through Congressional Affairs. We understand that you have relationships and may be called to meetings to represent the industry. However, Congressional Affairs coordinates our responses to inquiries and all communication with the Hill. Direct communication with our stakeholders without our Congressional Affairs representatives in the mix is strongly discouraged,

I am really happy to be working with you, Rob, and I know that together we can ensure TTS endures and flourishes as the Third Service of GSA. Thank you!